

Docket Report

For Trustees and Attorneys

This lesson describes the public Docket Report, sometimes called a Docket Sheet, and how it can be generated.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 After you have logged in to CM/ECF, click on the Reports hyperlink on the CM/ECF Main Menu (See Figure 1).



Figure 1

STEP 2 The **REPORTS** screen displays, with a list of reports that can be generated (See Figure 2).



Figure 2

◆ Click on the Docket Report hyperlink.

STEP 3 The **PACER LOGIN** screen displays (See Figure 3).

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6836 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Figure 3

NOTE: Access to any CM/ECF queries or reports by non-court users must be through the Public Access to Court Electronic Records (PACER) program. If you have not done so already, you must register with the PACER Service Center to be given a login and password. Note the information that is provided to users on the screen above.

- ◆ Enter your PACER **Login** and **Password**. (These fields are case sensitive).
- ◆ Enter the **Client Code** (optional). This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared.

- ◆ Click on the **[Login]** button.

STEP 4 The **DOCKET REPORT** selection screen displays (See Figure 4).

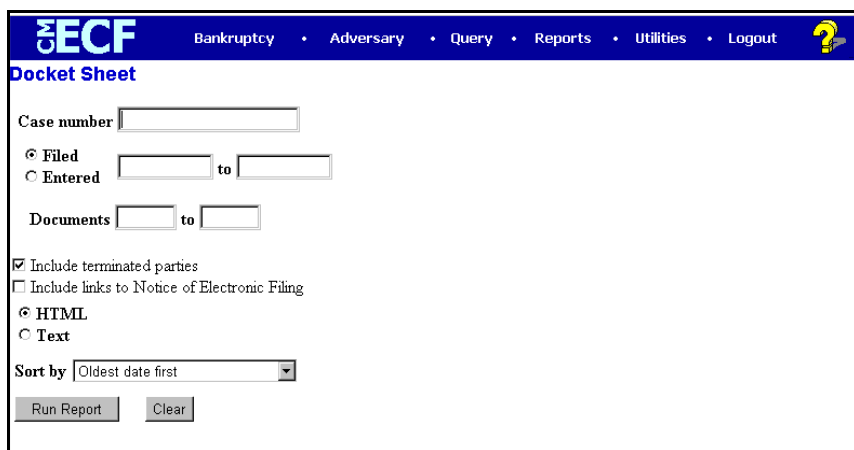
The screenshot shows the 'Docket Sheet' selection screen in the CM/ECF system. The header bar is blue with the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main content area is white and contains the following fields and options: 'Case number' with a text input field; radio buttons for 'Filed' (selected) and 'Entered', each followed by a date range input ('to'); 'Documents' with a date range input; checkboxes for 'Include terminated parties' (checked) and 'Include links to Notice of Electronic Filing' (unchecked); radio buttons for 'HTML' (selected) and 'Text'; a 'Sort by' dropdown menu set to 'Oldest date first'; and two buttons at the bottom: 'Run Report' and 'Clear'.

Figure 4

◆ The following fields are available for selecting/entering criteria for generating the Docket Report:

- **Case number** – The number of the last case you accessed during the current CM/ECF session appears automatically. Type another case number if you want to view the docket report for a different case. This is a required field.
- **Entered/Filed** – To limit which entries are shown by date, select either “Entered” (when the entry was recorded by the court in CM/ECF) or “Filed” (when the document was filed).

Enter the start and stop date in the format mm/dd/yy or mm/dd/yyyy.

You can enter a start date with no end date, which will include all entries from the date specified onward, or you can enter an end date with no start date, which will include all entries up to the specified date. If no dates are entered, all entries will be selected.

- **Documents** – To limit entries by document number, enter the beginning and ending numbers. This feature enables users to be charged only for the desired data on large cases.
- **Include terminated parties** – A check mark in this box will include any parties that have been terminated from the case. Uncheck the box to show only current parties in the case.

- **Include links to Notice of Electronic Filing** - A check mark in this box will cause the docket sheet to include a “silver ball” link back to a copy of the Notice of Electronic Filing that was created when the event was originally filed.

- Preferred format:

HTML - Format for Netscape or other ISP (Internet Service Provider) e-mail service. Hyperlink provided.

OR

TEXT - Format for cc:Mail, GroupWise, or other non-ISP e-mail service. Hyperlink will not be provided.

- **Sort by** – This selection allows you to sort the entries in the report by:
 - Oldest date first
 - Most recent date first
 - Document number ascending
 - Document number descending.

These selections can affect the number of pages displayed and PACER charges and may be changed if you are interested only in the most current activity.

- ◆ The **[Clear]** button will reset all fields to their default values.
- ◆ After entering your criteria, click on the **[Run Report]** button.

◆ **STEP 5:** The **DOCKET REPORT** displays (See Figure 5a):

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

FeeDueINST

U.S. Bankruptcy Court
Systems Deployment and Support Division (Pleasantville)
Bankruptcy Petition #: 02-10005

Assigned to: Charles Anderson *Date Filed:* 08/27/2002
Chapter 7
Voluntary
No asset

Annie Hall
302 W. Laurel Drive
Terrell Hills, TX 78202
SSN: 159-85-9874
Debtor

represented by **Henry Herkelmeyer**
Henry Herkelmeyer and Associates
4501 Main Ave.
Suite 120
San Antonio, TX 78201
210-555-4141
Fax : 210-555-4242
Email: henryherk@atty.net

Julian Mayfair
Office of the U.S. Trustee
413 E. Court Street
Mobile, AL 33012
Trustee

Zane Woodring
Woodring, Kraft & Miller
142 E. Milk Street
Boston, MA 02144
520-555-7841
U.S. Trustee

Filing Date	#	Docket Text
08/27/2002	1	Chapter 7 Voluntary Petition. Receipt Number cc, Fee Amount \$200 Filed by Annie Hall (Wilson, Dana) (Entered: 08/27/2002)
08/27/2002		First Meeting of Creditors with 341(a) meeting to be held on 10/14/2002 at 09:00 AM at Room 101 U.S. Trustee's Office. Objections for Discharge due by 12/13/2002. (Wilson, Dana) (Entered: 08/27/2002)
08/27/2002	2	Notice of Appearance and Request for Notice by Robin Zenzen Filed by Creditor Design Concepts, Inc. (Wilson, Dana) (Entered: 08/27/2002)

Figure 5a

NOTE: Any “Case Flags” pertaining to the status of the case will be displayed at the top-right corner of the report. This particular case has one (1) flag indicating that Fee Installment Payments are due.

- ◆ Clicking on a “blue” document number hyperlink from the docket report will first display a transaction receipt indicating a billable amount if the user decides to accept the charges and view the PDF document. (See Figure 5b).

PACER Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

To accept charges shown below, click on the 'View Document' button, otherwise click the 'Back' button on your browser.

Pacer Service Center	
Transaction Receipt	
Thu Sep 5 09:26:22 CDT 2002	
Pacer Login:	ao0055
Client Code:	
Description:	Image1-0
Case Number:	02-10005
Billable Pages:	1
Cost:	0.07

[View Document](#)

Figure 5b

NOTE: The opportunity to review charges **FIRST** applies to PDF documents only.

- ◆ If you choose to accept the charges, click on the **[View Document]** button to view the associated PDF document and the selected document will be displayed. (See Figure 5c).

(Official Form 1) (9/97)

FORM B1 United States Bankruptcy Court

District of _____

Voluntary Petition

Name of Debtor (if individual, enter Last, First, Middle):	Name of Joint Debtor (Spouse) (Last, First, Middle):
All Other Names used by the Debtor in the last 6 years (include married, maiden, and trade names):	All Other Names used by the Joint Debtor in the last 6 years (include married, maiden, and trade names):
Soc. Sec./Tax I.D. No. (if more than one, state all):	Soc. Sec./Tax I.D. No. (if more than one, state all):
Street Address of Debtor (No. & Street, City, State & Zip Code):	Street Address of Joint Debtor (No. & Street, City, State & Zip Code):
County of Residence or of the Principal Place of Business:	County of Residence or of the Principal Place of Business:
Mailing Address of Debtor (if different from street address):	Mailing Address of Joint Debtor (if different from street address):
Location of Principal Assets of Business Debtor (if different from street address above):	

Information Regarding the Debtor (Check the Applicable Boxes)

Venue (Check any applicable box)

☐ Debtor has been domiciled or has had a residence, principal place of business, or principal assets in this District for 180 days immediately preceding the date of this petition or for a longer part of such 180 days than in any other District.

☐ There is a bankruptcy case concerning debtor's affiliate, general partner, or partnership pending in this District.

Type of Debtor (Check all boxes that apply)

☐ Individual(s) ☐ Railroad ☐ Chapter 7 ☐ Chapter 11 ☐ Chapter 13

☐ Corporation ☐ Stockbroker ☐ Chapter 9 ☐ Chapter 12

☐ Partnership ☐ Commodity Broker ☐ Sec. 304 - Case ancillary to foreign proceeding

☐ Other _____

Nature of Debts (Check one box)

☐ Consumer/Non-Business ☐ Business

Chapter 11 Small Business (Check all boxes that apply)

☐ Debtor is a small business as defined in 11 U.S.C. § 101

☐ Debtor is and elects to be considered a small business under 11 U.S.C. § 1121(e) (Optional)

Filing Fee (Check one box)

☐ Full Filing Fee attached

☐ Filing Fee to be paid in installments (Applicable to individuals only) Must attach signed application for the court's consideration certifying that the debtor is unable to pay fee except in installments. Rule 1006(b). See Official Form No. 3.

Statistical/Administrative Information (Estimates only)

☐ Debtor estimates that funds will be available for distribution to unsecured creditors.

☐ Debtor estimates that, after any exempt property is excluded and administrative expenses paid, there will be no funds available for distribution to unsecured creditors.

Estimated Number of Creditors	1-15	16-49	50-99	100-199	200-999	1000-over
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimated Assets	\$0 to \$50,000	\$50,001 to \$100,000	\$100,001 to \$500,000	\$500,001 to \$1 million	\$1,000,001 to \$10 million	\$10,000,001 to \$50 million
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimated Debts	\$0 to \$50,000	\$50,001 to \$100,000	\$100,001 to \$500,000	\$500,001 to \$1 million	\$1,000,001 to \$10 million	\$10,000,001 to \$50 million
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THIS SPACE IS FOR COURT USE ONLY

Figure 5c

- ◆ After viewing the PDF document, either click on the **[Back]** icon of your internet browser's tool bar or close Acrobat Reader to return to the previously displayed screen.

NOTE: DO NOT exit out of your document reader by using the Close "X" button at the top-right corner of your screen. This will exit you out of CM/ECF.

- ◆ A separate Transaction Receipt will be displayed at the end of the docket report indicating the number of billable pages for the report. (See Figure 5d).

PACER Service Center			
Transaction Receipt			
09/05/2002 09:26:15			
PACER Login:	ao0055	Client Code:	
Description:	Docket Report	Case Number:	02-10005
Billable Pages:	1	Cost:	0.07

Figure 5d

Claims Register

For Trustees and Attorneys

The **Claims Register** report can be generated from the Reports hyperlink on the CM/ECF Main Menu Bar.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 Click on Reports on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

STEP 2 The **REPORTS** screen will then be displayed. (See Figure 2.)

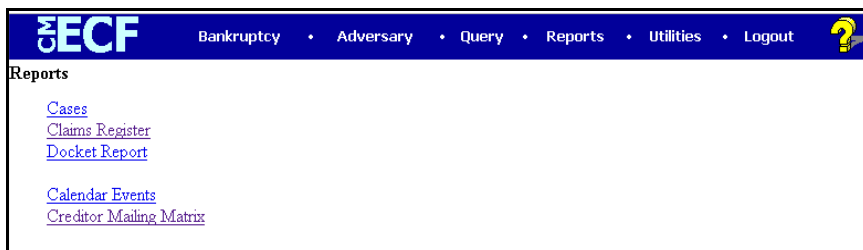


Figure 2

- ◆ Select the Claims Register hyperlink.

STEP 3 The PACER login screen will then be displayed (See Figure 3.)

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An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Figure 3

- ◆ This screen will appear each time you request a report or query within PACER.
- ◆ After you enter your PACER login and password, and a client code, if desired, click on **[Login]**.

STEP 4 The **Claims Register** information screen displays next. (See Figure 4.)

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Claims Register

Case number

Creditor type
Creditor number

Creditor name

Claim number to

☒ Filed to
☐ Entered

Sort by

Figure 4

- ◆ Claim Register information can be requested by and limited by:
 - Case Number, (a required field)
 - Creditor Type,
 - Creditor Number,
 - Creditor Name,
 - Claim Number or Number Range,
 - Filed or Entered Date or Date Range.
- ◆ To view all claims activity for a case, enter only the case number.
- ◆ Claims can be sorted by
 - Claim Number,
 - Creditor Name,
 - Filed Date,

You can specify both a primary and secondary sort. If claims have the same value for the primary sort, they will be sorted by the secondary sort.

- ◆ After entering or selecting the desired criteria, click **[Run Report]** to generate the Claims Register report.

NOTE: Creditor numbers are assigned by the system when the records are added to the database. They are used internally and also identify creditors on BNC certificates of service.

STEP 5 The **Claims Register** screen is displayed. (See Figure 5.)

Systems Deployment and Support Division Claims Register		
02-10070 Walter J. Daniels Judge Charles Anderson Debtor Name: DANIELS, WALTER J.		
Claim No: 1	Creditor Name: Exxon Acct. 3889578708 P.O. Box 105980 Atlanta, Ga 30333-5980	Last Date to File Claims: Last Date to File (Govt): Filing Status: Docket Status: Late: N
Claim Date: 08/22/2002	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:
Class	Amount Claimed	Amount Allowed
Unknown	\$350.26	
Total	\$350.26	
Description: Gasoline purchases		
Remarks:		

Figure 5

- ◆ Figure 5 shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.
- ◆ The Claim Number is a hyperlink to the PDF file of the claim and

any supporting attachments.

- ◆ Additional information about each claim is displayed in the upper right hand corner of that claim's section of the report.
 - Last Date to File Claims Claims bar date set at the §341 Meeting setting or trustee's asset notice.
 - Last Date to File (Govt) Governmental claims bar date set when the petition was filed for asset cases.
 - Filing Status Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim or from the edit claims utility.
 - Docket Status Status of claim updated by docketed events such as withdrawal of claim, order disallowing claim, etc.
 - Late Yes or No flag signifying when received according to the claims bar date.
- ◆ This report reflects the current claim situation in the system. Internet PACER users have access to each case's Claims Register.

Claims Register Summary		
Case Name: Walter J. Daniels		
Case Number: 2002-10070		
Chapter: 7		
Date Filed: 08/20/2002		
Total Number Of Claims: 1		
	Total Amount Claimed	Total Amount Allowed
Unsecured		
Secured		
Priority		
Unknown	\$350.26	
Administrative		
Total	\$350.26	

PACER Service Center			
Transaction Receipt			
08/23/2002 10:13:45			
PACER Login:	ao0055	Client Code:	
Description:	SearchClaims	Case Number:	02-10070
Billable Pages:	1	Cost:	0.07

Figure 5a

- ◆ At the end of the report is a **Claims Register Summary**, which shows the total amounts of the claims and a **PACER Transaction Receipt**, which indicates all billable charges. (See Figure 5a.)